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L3	321	raster and (image adj viewer)	US-PGPU B; USPAT	OR	ON	2006/05/30 08:55
L4	43	(raster same file) and (image adj viewer)	US-PGPU B; USPAT	OR	ON	2006/05/30 08:55
L5	4217	power adj point	US-PGPU B; USPAT	OR	ON	2006/05/30 08:55
L6	343	(power adj point) and (multiple same imag\$4)	US-PGPU B; USPAT	OR	ON	2006/05/30 08:56
L7	252	(power adj point) and (multiple with imag\$4)	US-PGPU B; USPAT	OR	ON	2006/05/30 08:56
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PowerPoint Basics

 This tutorial explains some of the basic features of Microsoft PowerPoint. Most of the screenshots were obtained from Microsoft 2000 for Windows, but will appear very similar in PowerPoint 97 for Windows and PowerPoint 98 for Macintosh, unless otherwise specified.

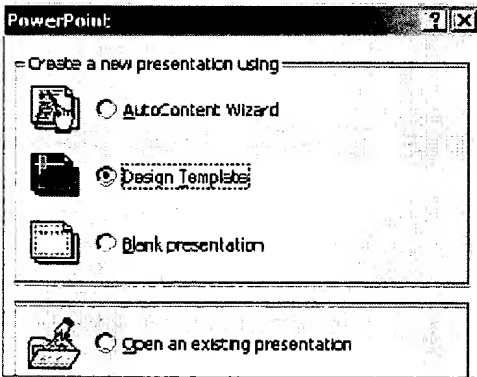
Start PowerPoint	Speaker Notes	Audio & Video
View Options	Background / Color Scheme	Charts
Add a Slide	Headers / Footers	Transitions
Add / Modify Text	Graphics	Slide Show Animation

Start PowerPoint

- Launch **PowerPoint**. Usually on Windows computers you can click on the Windows **Start** menu / **Programs** / **Microsoft PowerPoint**. On Macintosh computers try looking for PowerPoint in the **Applications** folder of your hard drive, or there may be a special Microsoft Office menu near the right of your screen, or try looking under the Apple menu.. Check with your instructor if you are not sure how to launch PowerPoint on the computer you are using.



- The initial PowerPoint dialog window provides various starting points for working in PowerPoint:






AutoContent Wizard:	Formats a basic slide set by leading you through some basic questions.
(Design) Template:	Choose a pre-designed slide layout (background and color scheme).
Blank Presentation:	Design a presentation from scratch.
Open an existing presentation:	Locate an existing PowerPoint file to continue working on.

At any time in PowerPoint, you can start a new presentation by clicking on the PowerPoint **File** menu and selecting **New**, or open an existing file by selecting **File / Open**.






View Options

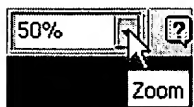
There are several ways to view your work in PowerPoint. To change the view use the **View** menu or the buttons in the lower-left corner of the screen.

2000:  97/98: 

 **Normal** (PowerPoint 2000 only) Provides the text outline of the entire presentation on the left, the current slide on the upper-right, and speaker notes on the lower-right.




	Outline	Provides a large text outline area.
	Slide	Shows a graphic view of the current slide.
	Slide Sorter	Shows the entire set of slides (numbered) on the screen. Allows you to drag-and-drop slide icons to change their order.
	Notes Page	Provides a large area to view the speaker notes on a slide. This button is provided in PowerPoint 97/98, but not 2000. In 2000, to get this view, click on the View menu, and select Notes Page .
	Slide Show	Displays the presentation in full-screen mode starting with the slide which was last edited (so jump to slide 1 first if you want to see the entire presentation). Press the Escape key if you wish to exit the Slide Show before it ends.



The **Zoom** adjuster lets you alter how large your slides appear on the screen relative to full-screen presentation mode. Click on the **Zoom** drop-down list (in the toolbar near the top of the screen), or click on the **View** menu, and select **Zoom...** Select "fit", a default percentage, or type in your own number, according to your needs.

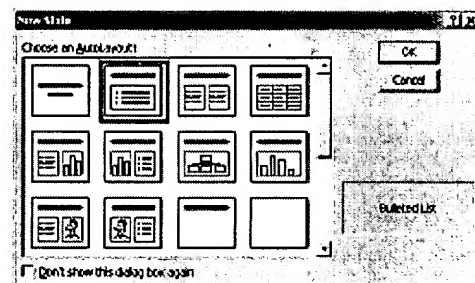
Add a Slide

In the **Text Outline** area, you can add a slide *before* or *after* an existing slide.

- To add *before* a slide position the cursor at the beginning of text of the slide in front of which you would like a new slide, and press the **Enter** key.
- To add *after* a slide, position the cursor at the end of the text of the slide after which you would like a new slide, and press the **Enter** key (if you had indented levels of text on the previous slide, use the **Promote** (left arrow) button in the toolbar at the top of the screen to move the text back to the left to force a new slide. 

In **Normal**, **Outline**, **Slide**, or **Slide Sorter** view, select the slide *after* which you wish to insert a new slide.

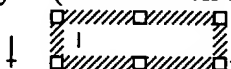
- Then click on the **Insert** menu, and select **New Slide**.
- When you add a new slide this way, the **New Slide** window appears, asking you to select a slide layout.
- Select whichever layout is appropriate for the content you will place on the new slide. The one selected in the example on the right is "Bulleted List". If the provided layouts don't meet your needs, select the bottom-right layout, "Blank", which will provide you with a new empty slide. However, no matter which layout you choose, you will be able to modify it later.




Add / Modify Text

Here are a few ways to insert or modify text in PowerPoint:

- In **Normal** or **Slide** view, select the slide on which you wish to insert text. If there is already a text box on the slide you may click your mouse on it and start typing. Familiar word processing tools for modifying text (color, style, font, alignment, etc.) are provided.
- In **Normal** or **Slide** view, to add a new text box to a slide, click on the **Insert** menu, and select **Text Box**. Put your mouse over the slide layout - the cursor will change to a narrow down-arrow (as shown on the left below). Click, hold, drag, and release the mouse to form a rectangle on the slide. Then you can type into the text box created for you (as shown on the right below).

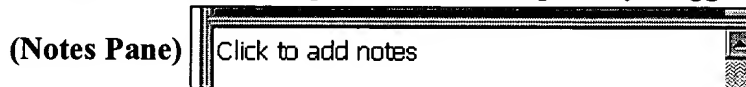


- To work directly in the **Text Outline** area, position the cursor at the point where you would like the new text to appear and just type it in. Use the **Promote / Demote** buttons in the toolbar at the top of the screen to create different levels of indentation. 

Speaker Notes

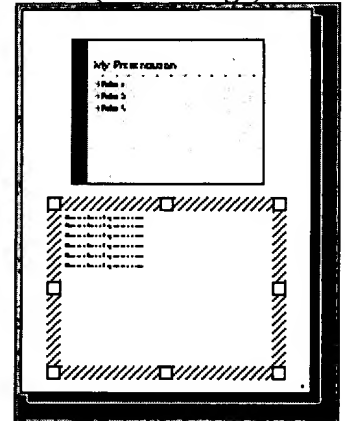
PowerPoint has a facility for adding speaker notes to a presentation. These can be notes that you create for yourself — for example, to help you remember key points during a presentation — or you can create them as additional information for your audience. After you have completed a presentation, you can print the notes for each slide, along with a smaller version of the slide. To add notes to a slide:

- In PowerPoint 2000 (in **Normal** or **Outline** view), select the slide on which you wish to insert notes, then click in the **Notes Pane** in the lower right of the PowerPoint screen and type. You can enlarge the size of this pane by dragging its borders.



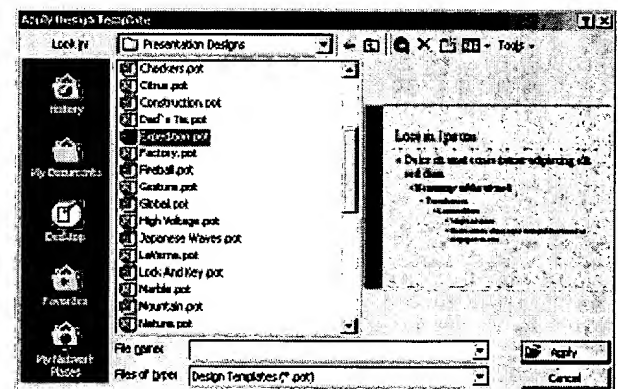
- In PowerPoint 97, 98, or 2000, click on the **View** menu, and select **Notes Page** (you may want to adjust the **Zoom** percentage to get a larger view).

(Notes Page)

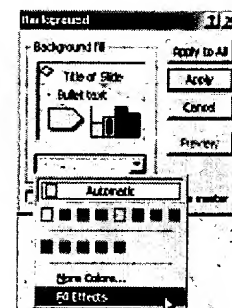


Background / Color Scheme

Design templates contain color schemes, slide and title masters with custom formatting, and styled fonts, all designed to create a particular look. Not only can you specify a design template when you begin a new presentation, you can choose a design template (for the whole presentation, not individual slides) any time while editing a presentation. To do this, click on the **Format** menu, and select **Apply Design Template** (Apply Design in 97/98). A window will open asking you to choose a design. Select one and click **Apply**. The name of the template chosen will be displayed in the center of the status bar at the bottom of the PowerPoint screen. If the status bar is not visible, click on the **Tools** menu, select **Options** (Preferences on Macintosh), click on the **View** tab, and ensure that **Status bar** is checked.

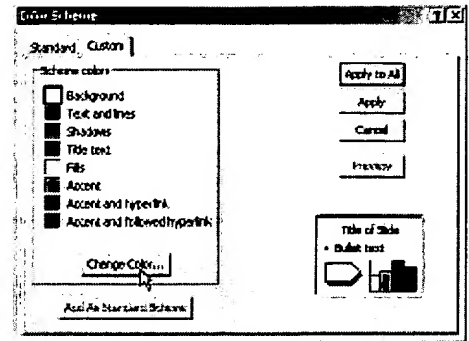


The *background color of slides* can be customized by clicking on the **Format** menu / **Background**. Click on the drop-down list to select either another color from the subset provided or click on **More Colors** and **Fill Effects** to see other choices. One of the **Fill Effects** available is **Picture** (import an external image file to use as a slide background). When you are done, click on **Apply** (if you wish to alter just the current slide) or **Apply to All** (to alter all slides at once).



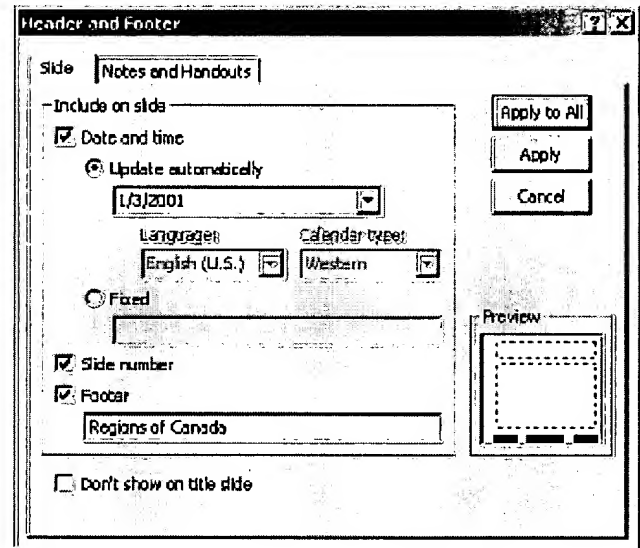
The *color scheme for slides* can be customized by clicking on **Format / Slide Color Scheme**. Either choose a preset scheme from the **Standard**

tab or click the **Custom** tab, click on the desired component (e.g. Background), and click **Change Color** (a color selection window will appear). When you are done making color choices, click on **Apply** (if you wish to alter just the current slide) or **Apply to All** (to alter all slides at once).



Headers / Footers

- On the **View** menu, click **Header and Footer**.
- On the **Slide** tab, you set options which affect what will appear at the bottom of slides:
 - **Date and time** can be set to **Update automatically** (to reflect the last date the slides were modified) or **Fixed** (type a certain date such as when the presentation will be given).
 - Selecting the **Slide number** option will automatically insert a sequence number.
 - Selecting **Footer** (and typing text in the box below it) inserts fixed footer text.
 - Selecting **Don't show on title slide** will omit the footer from the title slide (but it will appear on the other slides).
 - Normally you click on the **Apply to All** button to make these changes throughout the presentation, but of course you can click **Apply** to affect just the current slide.
- Similar options are available on the **Notes and Handouts** tab, plus the option of adding a page header to your printouts.



Graphics

There are various ways to add pictures to your slides, including: importing a picture from an image file, creating WordArt, using PowerPoint's drawing tools, and inserting ClipArt:

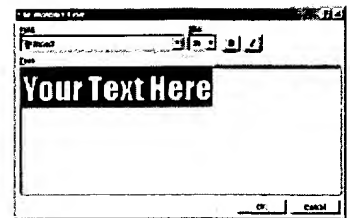
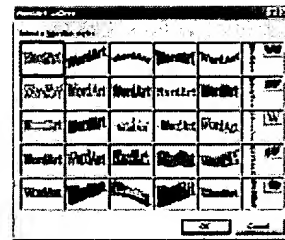
To *import a picture from an image file* on your disk click on **Insert / Picture / From File**. A dialog window will appear asking you to locate the folder / file containing the picture.

Note 1: The image will be embedded within your PowerPoint presentation file on the current slide (of course you can always reposition it within your presentation later). Once inserted, you do not have to have the image file on hand in order for the picture to display properly (like word processing, unlike webpages).

Note 2: You can insert **Animated GIF** images. In Slide view, only the first frame of the animation appears on the slide. The animation only plays in PowerPoint 2000; in the older versions of the program, the image remains static in Slide Show view.

PowerPoint's *WordArt* lets you take plain text and convert it to a creative graphic. Click on the **Insert** menu, **Picture** and then **WordArt**. Double-click the style of your choice from the **WordArt Gallery** window which appears. The **Edit WordArt Text** window will then appear. Type the **Text** you want, select a **Font**, and **Font Size**, then click **OK**. The WordArt appears on the slide. Drag the

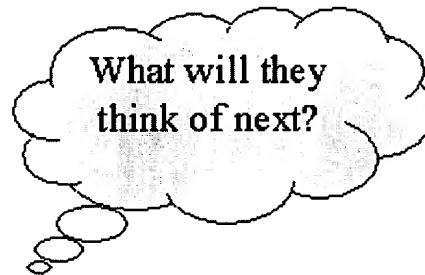
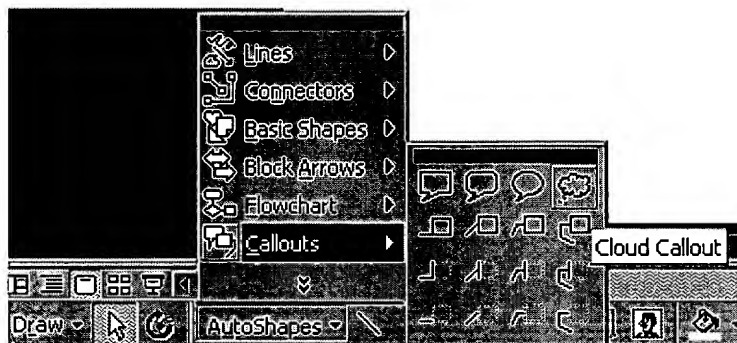
WordArt to a location on the slide that you prefer. A small **WordArt** toolbar window also appears - further modify the graphic, if desired, then close the toolbar.



PowerPoint also provides a set of *drawing tools*. If they are not already visible on the screen, click the **View** menu, **Toolbars** and then **Drawing**. An example of the toolbar is shown below.



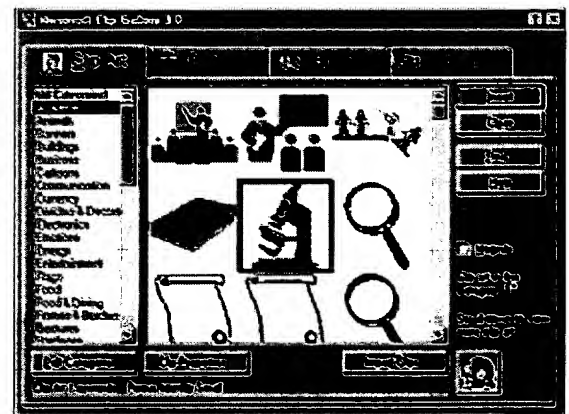
Most of the tools are similar to the common ones found in draw/paint programs. There are extras such as AutoShapes (including some shapes which can have text embedded inside them. e.g. Callouts. A completed "Cloud Callout" is shown below on the right below)



Like many other programs, PowerPoint lets you insert *Clip Art* (click on **Insert / Picture / Clip Art**, or use the clip art button on the drawing toolbar).

PowerPoint 97/98






- The Microsoft Clip Gallery 3 window appears, similar to the snapshot on the right.
- Select a **Category** on the left side.
- Scroll through the images displayed on the right, until you find one you want.
- Double-click the desired image (or single-click and click the **Insert** button).
- The graphic will appear on the current slide. Move the graphic by dragging it to the desired location. Resize the graphic by selecting the graphic and moving the handles until the graphic is the desired size.



PowerPoint 2000


- The **Insert ClipArt** window appears (as shown on the right).



- Select a category, such as **Academic**.
 - Click **Keep Looking** to view additional graphics in a category, or use the    buttons at the top left of the ClipArt window to go back, forward or return to the Clip Art Categories screen.
 - To insert a graphic, single-click the graphic and then click the **Insert clip** button  (the top icon in the toolbar which appears to the right of the selected graphic).
Note: You can also drag a picture from the Clip Gallery window to your slide.
 - The graphic will appear on the current slide. Move the graphic by dragging it to the desired location. Resize the graphic by selecting the graphic and moving the handles until the graphic is the desired size.
 - You can also access additional clip art in PowerPoint 2000 by linking to the **Microsoft Clip Gallery Live** website (assuming that you are currently connected to the Internet).
 - With the Insert ClipArt window open, click the **Clips Online** button (near the top center) .
 - Click **OK** to browse for additional clips.
 - You will be switched to your web browser. If a page of licensing information appears, read it and click **Accept**.
 - Search by keywords or jump to the collections listed on the main page.
 - Click in the box next to a clip to select it.
 - When you are done selecting, click on the **Download** link.
 - All clips downloaded from Clips Online will be put in the **Downloaded Clips** category of your local Microsoft Clip Art, as well as any categories that are pre-assigned to the clips.
 - Insert the graphic onto your slide as you do for regular clip art.
-

Audio & Video

Your presentation can link to external audio and video files.

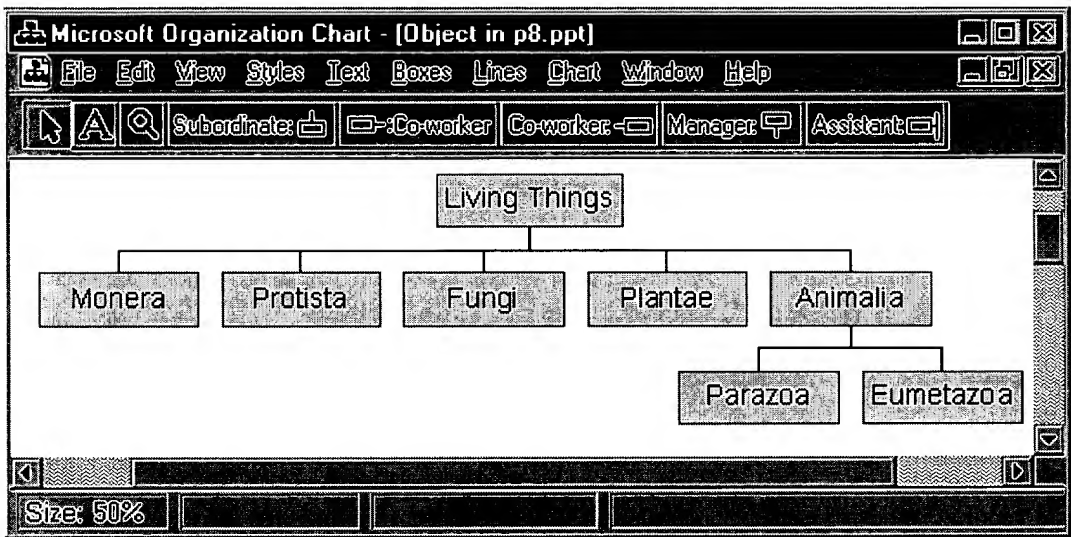
- Select the slide on which you wish to add a link to an audio or video file.
- On the **Insert** menu, point to **Movies and Sounds**.
- To insert a sound from a file, click **Sound from File**. To insert a video from a file, click **Movie from File**.
- A standard file directory window appears.
- Locate the folder that contains the audio/video file you want, and then double-click the filename.
Note 1: In PowerPoint 2000, a message will be displayed asking if you want the audio/video to play automatically in the slide show. If so, click **Yes**. If you click **No**, the audio/video will play manually (only when you click its icon during a slide show).
Note 2: In PowerPoint 97/98, by default your movie or sound will play manually. If you want it to play automatically you will have to set Custom Animation options for the slide.
- For audio files, a sound icon  appears on the slide.
- For movies, an image consisting of the first frame is displayed as a placeholder.
- To preview the audio/video in Normal view, double-click its icon.

Note: Alternatively, you may have to use the **Insert / Object** command since PowerPoint is not able to play all audio/video formats inline. **Insert / Object** will open the media element in a new window rather than making it appear embedded on the slide, and it will be played by an external program.

Charts

To insert an *organization chart* (depicts hierarchical relationships):

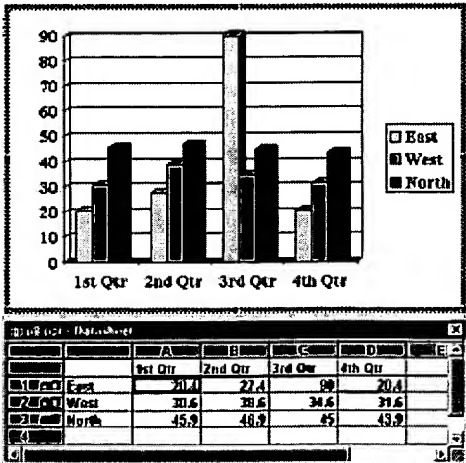
- First display the slide on which you want the chart to appear.
- On the **Insert** menu, point to **Picture**, and then click **Organization Chart**.
- A separate **Microsoft Organization Chart** window appears.
- Use the buttons at the top of the Organization Chart window to add text boxes to your chart (above, below, or beside existing boxes).
- Click your mouse inside a box to edit the text inside of it.
- As shown in the example below, you can use this type of chart for almost any type of information you want, not just managers, workers, and other positions within a company.



- For further help on creating an organization chart, click on the Organization Chart **Help** menu and select **Index**.
- When you are done editing the chart, on the Organization Chart **File** menu, click **Exit and Return to ...** (Exit and Quit on Macintosh).
- The prompt "This object has changed. Do you want to update ... before proceeding?" will appear. Answer **Yes** to ensure that your chart changes are saved.

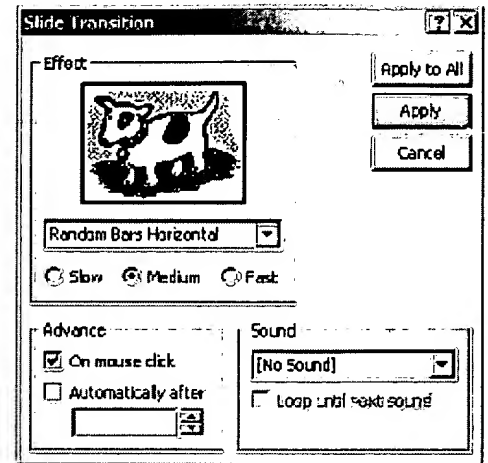
To create a *bar or pie chart* (or similar chart based on numbers in a datasheet):

- First display the slide on which you want the chart to appear.
- On the **Insert** menu, click **Chart** - or click the **Insert Chart** button on the PowerPoint toolbar.
- A sample chart and datasheet (spreadsheet) appear on the screen as shown below.
- To replace the sample data, click a cell on the datasheet, and then type the information you want.
- To change the chart type, on the **Chart** menu, click **Chart Type**. In the **Chart Type** window which appears, click on the desired Chart type and sub-type and then click the **OK** button.
- To return to PowerPoint, where you can move and size the chart, click outside the chart on the PowerPoint slide.
- If you wish to re-edit the chart, double-click the chart on the PowerPoint slide.



Transitions

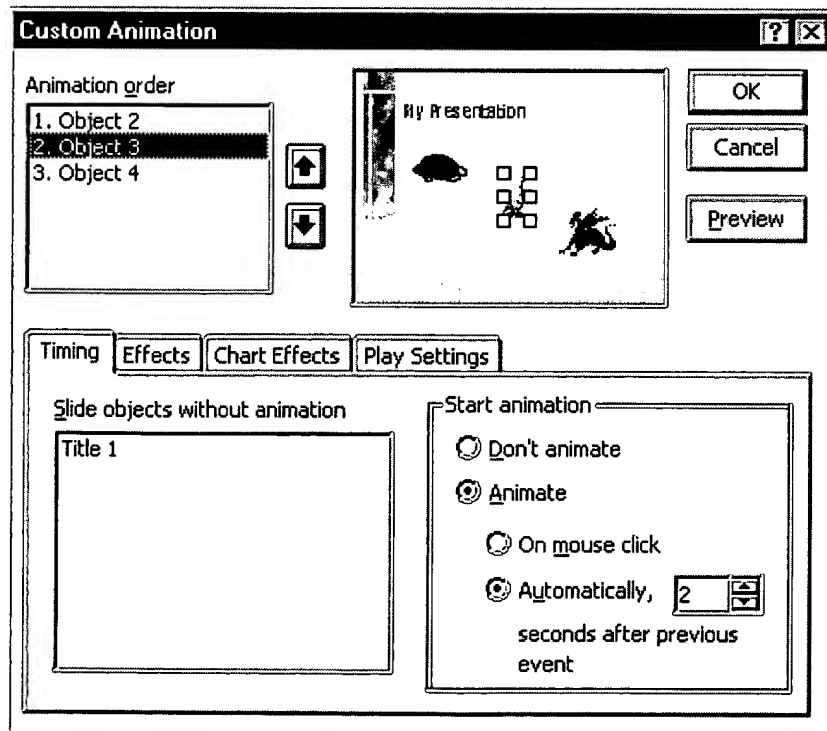
- In **Slide** or **Slide Sorter** view, select the slide or slides on which you want to add a transition.
- On the **Slide Show** menu, click **Slide Transition**.
- From the **Effect** drop-down list, click the transition you want.
- Select any other options you want (speed Slow/Medium/Fast, Advance on mouse Click or Automatically, Sound or No Sound)
- To apply the transition to the selected slide, click **Apply**. To apply the transition to all the slides, click **Apply to All**.
- Repeat the process for each slide you want to add a transition to.
- To view the transitions, on the **Slide Show** menu, click **Animation Preview**.



Slide Show Animation

You can control how and when text, graphics, and other objects appear on your PowerPoint slides. For example, you can make graphics or text items appear one at a time and add visual or sound effects. Animation can aid in focusing attention during a presentation and make your slide show more interesting. To set slide show animation options, display the slide that has the objects you want to animate, then on the **Slide Show** menu, click **Custom Animation**.

PowerPoint 97/98 - Timing Tab

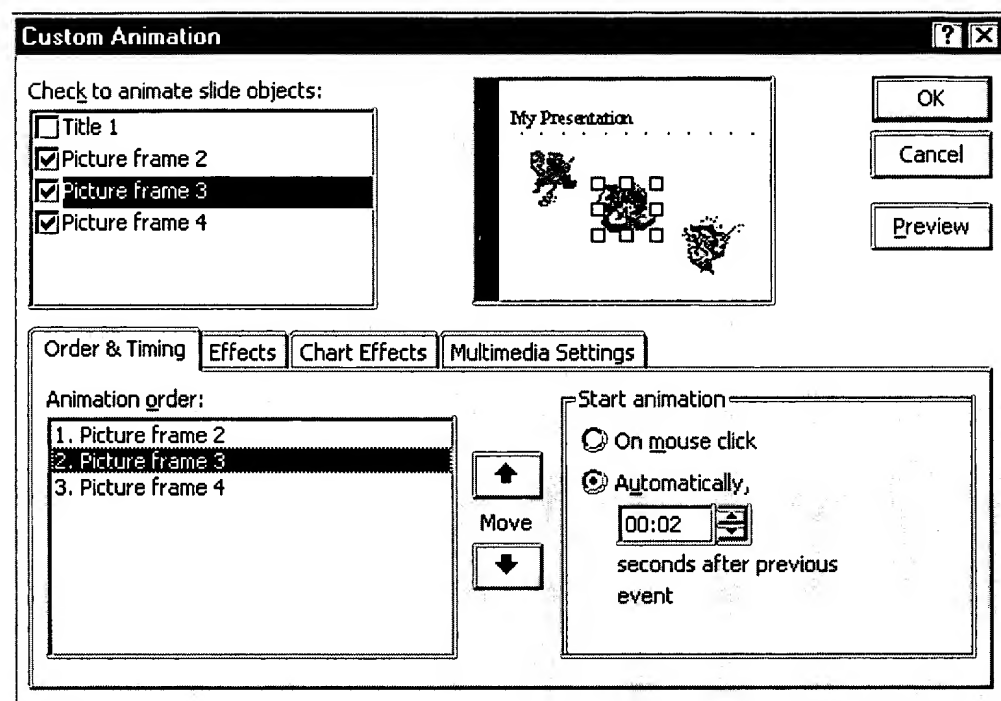


- In PowerPoint 97/98, ensure that you are on the **Timing** tab.
- Under **Slide objects without animation**, double-click the objects you want to animate. (they should be moved up to the **Animation Order** box).
- Use the up and down arrows to the right of **Animation Order** to change the sequence in which objects will appear

(move objects up or down in the list).

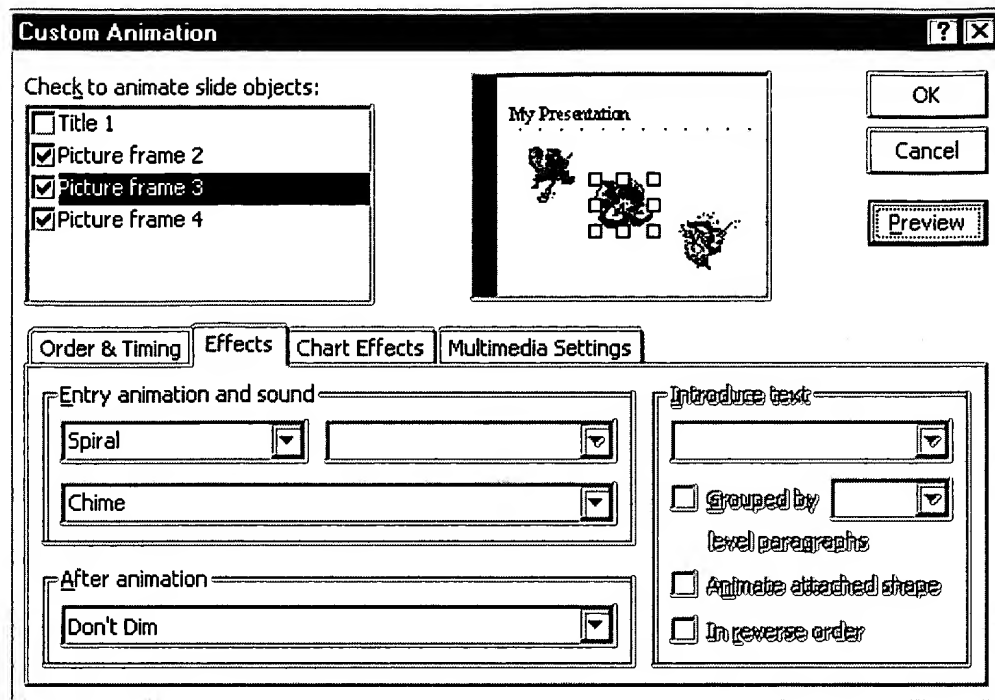
- Under **Start Animation** set the timing (when objects will appear). Select each object and then do one of the following:
 - To start the animation by clicking the object, select the **On mouse click** option.
 - To start the animation automatically, select the **Automatically** option, and then enter the number of seconds you want to have elapse since the previous animation.

PowerPoint 2000 - Order & Timing tab



- In PowerPoint 2000, ensure that you are on the **Order & Timing** tab.
- Under **Check to animate slide objects**, put a checkmark in the box next to the objects you want to animate.
- Use the up and down arrows to the right of **Animation Order** to change the sequence in which objects will appear (move objects up or down in the list).
- Under **Start Animation** set the timing (when objects will appear). Select each object and then do one of the following:
 - To start the animation by clicking the object, select the **On mouse click** option.
 - To start the animation automatically, select the **Automatically** option, and then enter the number of seconds you want to have elapse since the previous animation.

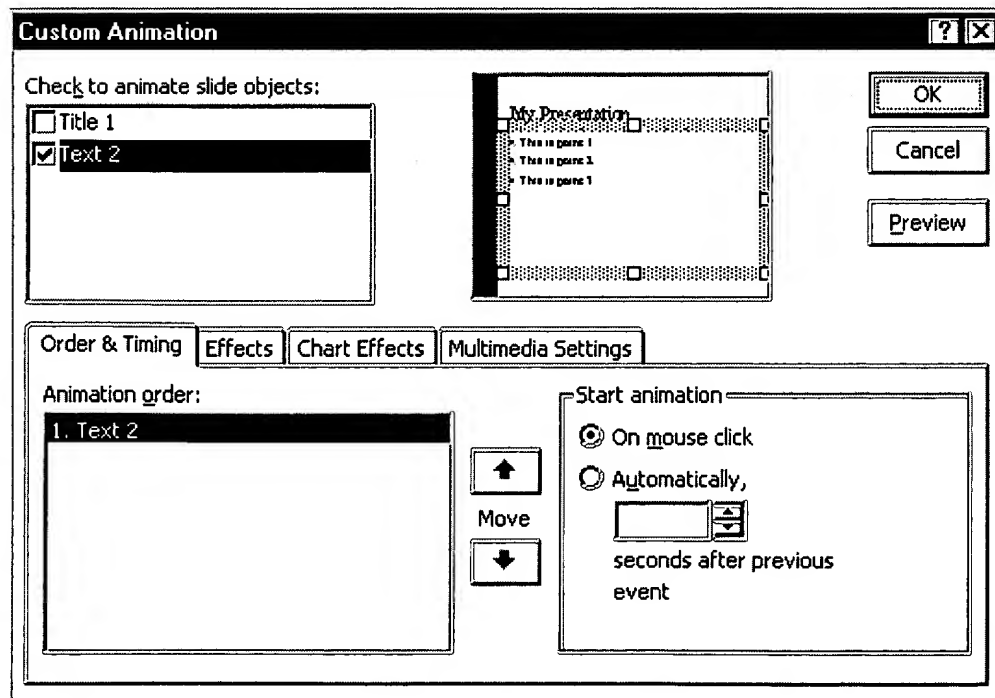
Effects Tab -PowerPoint 97/98 or 2000



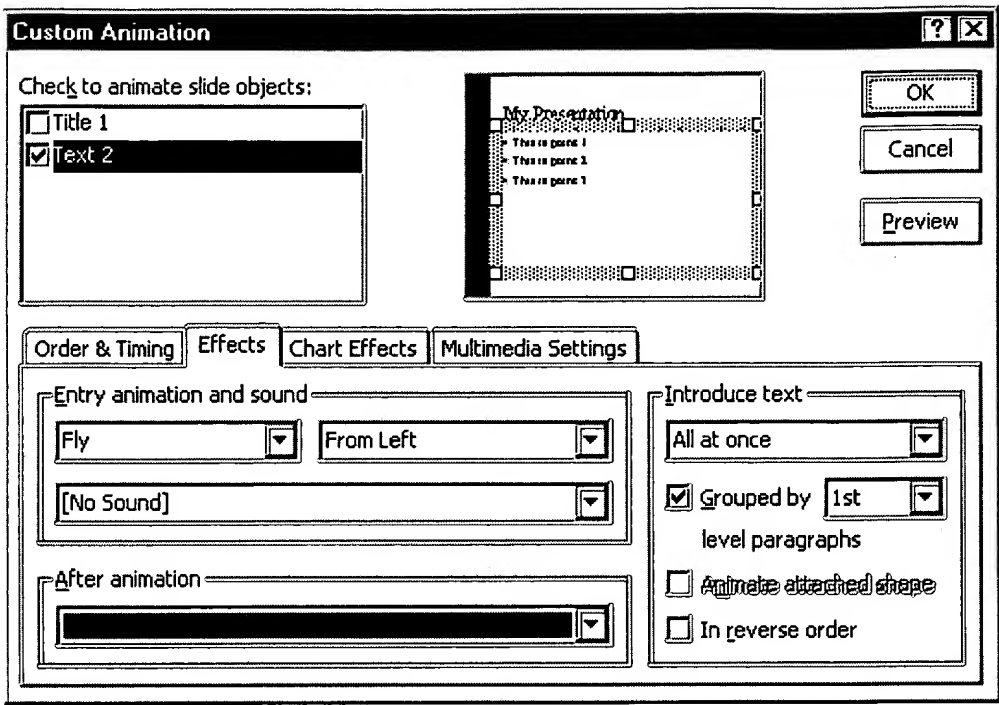
- Click the **Effects** tab to set options for visual or sound effects.
- Under **Entry animation and sound** select the options you want.
- To preview the animation effects, click the **Preview** button.
- In the example above, the object will enter the screen with a **Spiral animation** and the **Chime sound** will play.

Animating a text box containing bulleted text

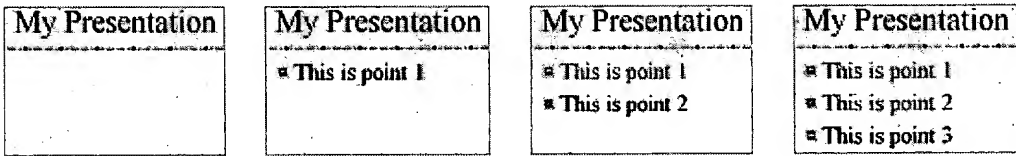
- On the **Order & Timing** tab, the text box is selected with a check mark, and the **On mouse click** option is chosen (to let the presenter control the slide show with mouse clicks).



- On the **Effects** tab, the options set below will make each line of text enter the screen with a **Fly From Left animation**, **No sound** will play, and when the next line of text appears the previous line will change to a lighter color (a **dimming effect**). To preview the animation effects, click the **Preview** button.



- The series of images below show what the screen looks like after each mouse click when the slide with the bulleted text (set with options as above) is displayed during a **Slide Show**. Notes that the previous text points are dimmed as each subsequent line appears.



Insert a picture

You can insert clip art or a picture from the Clip Gallery, or you can insert a picture or a scanned photo you import from other programs and locations.



What do you want to do ?




[Insert clip art or a picture from the Clip Gallery](#)

[Insert an imported picture](#)

[Insert a scanned picture](#)

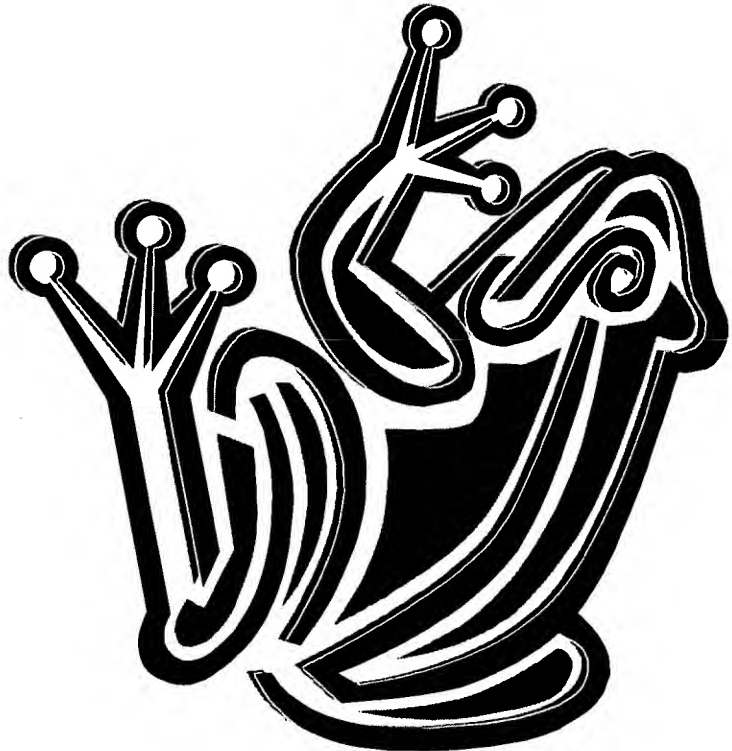
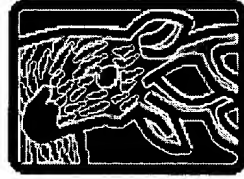
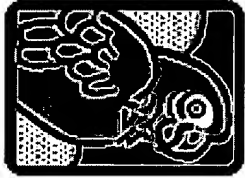
Insert a picture from the Clip Gallery

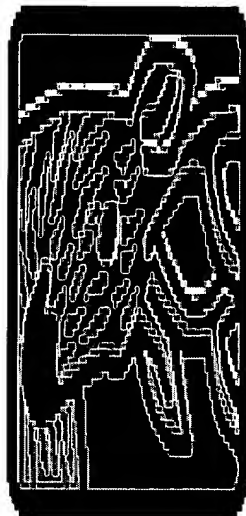
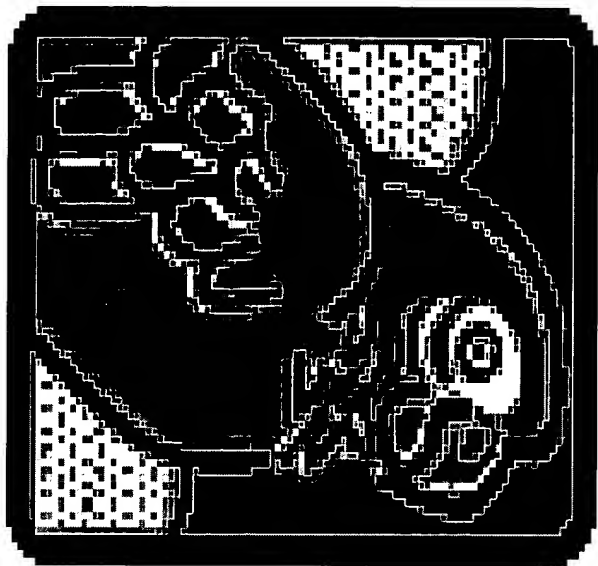
Insert a picture from the Clip Gallery

1. Display the slide you want to add a picture to.
2. Click **Insert Clip Art**  on the **Drawing** toolbar, and then click the **Pictures** tab.
3. Click the category you want.
4. Click the picture you want, and then click **Insert Clip**  on the shortcut menu.
5. When you are finished using the Clip Gallery, click the **Close** button  on the Clip Gallery title bar.

Note You can also drag a picture from the Clip Gallery to your slide.

②





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OK

System Info...

Tech Support...

EDIT202: PowerPoint Basics

In **PowerPoint 97**, 98, or 2000, click on the View menu, and select Notes Page ... Like many other programs, **PowerPoint** lets you **insert Clip Art** (click on ...
www.quasar.ualberta.ca/edpy202/tutorial/PowerPoint/pptBasics/pptBasics.htm - 36k -